



SE-217

Architect/Engineer Selection Committee Summary

AGENCY: _____

(Agency Name)

PROJECT: _____

(Project Number)

(Project Name)

COMMITTEE MEMBER	RANKINGS OF FIRMS (from SE-215's)			
	A	B	C	D
1.				
2.				
3.				
4.				
5.				
6.				
TOTAL				
RANKING BY COMMITTEE (1, 2, 3, ..)				

REMARKS:

FIRMS INTERVIEWED

A -

C -

B -

D -

CERTIFICATION:

I hereby certify that the Agency Selection Committee has reviewed the submittals of firms or individuals in response to the Project *Invitation for Professional Services* and has conducted interviews with all or at least three (3) persons or firms who responded and were deemed most qualified based on the information available prior to interviews. The Agency Selection Committee has evaluated and ranked all persons or firms interviewed based on their (a) past performance; (b) the ability of professional personnel; (c) demonstrated ability to meet time and budget requirements; (d) location and knowledge of locality of the project if the application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project; (e) recent, current and projected work loads of the firms; (f) creativity and insight related to the project; and (g) related experience on similar projects; (h) volume of work awarded by the using agency to the person or firm during the previous five (5) years, with the objective of effectuating an equitable distribution of Contracts by the State among qualified firms including minority business enterprises certified by the SC Office of Small and Minority Business Assistance and firms that have not had previous state work; and (i) any other special qualification required pursuant to the solicitation of the using agency, and no other criteria were used.

BY: _____ DATE: _____

(Signature of Selection Committee Chair)

(Print Name of Selection Committee Chair)

(Title)